

## APPROPRIATIONS COMMITTEE

### Meeting Minutes

**For the Meeting Held On** January 16, 2014

**Meeting Time :** 6:30 pm

**Location :** Council on Aging – Media Room

**Address :** 328 North Main Street, East Longmeadow, MA

**Meeting Posted On:** **Day:** Tuesday **Date:** 1 / 14 / 2014

(48 hrs required)

**Is Meeting Being Recorded by Digital Recorder:** Yes ☒ No ☐

**The Minutes of this Meeting are being taken by:** Marge Larocca

**Committee Members:** (check if attended)

|             |   |                 |   |                 |   |              |   |
|-------------|---|-----------------|---|-----------------|---|--------------|---|
| Russ Denver | ✓ | Eric Madison    |   | James Broderick | ✓ | James Walsh  | ✓ |
| Dawn Starks | ✓ | Rocco Carabetta | ✓ | Sam Pizzanelli  | ✓ | Tom Caliento | ✓ |

Attendees: James Sheils, Marge Larocca, Peter Cokotis

**Did the Chair release any prior Executive Session Minutes?**

|     |  |    |   |
|-----|--|----|---|
| Yes |  | No | x |
|-----|--|----|---|

**Dates of Executive Session Released :**

### TOPIC / MATTER #1

#### Review Budget Data

##### Summary of Matter Discussed :

- The Chairman opened the meeting. The Town Accountant gave a review of the current status of the budget submittals and noted that they were all submitted to the guidelines and they should be ready for the next meeting
- The Chairman asked for updates from the committee liaisons about meeting with their respective departments. Mr. Broderick talked about meeting with the DPW and added that their budget was submitted without a contract that is currently in negotiations. Discussion followed about the 1% budget requirement and it was noted that any overages would have to be voted on at the Annual Town Meeting.
- The remaining committee members spoke about meeting with their assigned departments and some noted the impacts that the departments could face with the 1% budget requirement.
- Mr. Pizzanelli gave an update about the status of the high school tennis courts project.
- The Chairman gave a description to the attendees that preliminary budgets were due today with a request of no more than a 1% increase and that all budgets were submitted on time with the requested 1% increase.

##### Documents or Exhibits for this Matter:

- None

##### Votes Taken Under this Matter :

- None

## **TOPIC / MATTER #2**

### **Review of Preliminary Sources & Uses**

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#### **Summary of Matter Discussed :**

- The Town Accountant distributed copies of the Preliminary School Department FY15 budget submittal. He followed with a description of their level service budget.
- The Town Accountant noted that there were no changes in the Sources & Uses since the last update in November.

#### **Documents or Exhibits for this Matter:**

- School Department-FY205 Budget Package, FY15 Sources & Uses Projections

#### **Votes Taken Under this Matter :**

- None

## **TOPIC / MATTER #3**

### **General Discussion**

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#### **Summary of Matter Discussed :**

- The Chairman gave a description of attending a Board of Public Works-enterprise fund informational session. The Chairman stated that the State considers water/sewer a utility and the expenses associated with managing the utility can be offset by the revenues. He added that the Board of Selectmen and the Department of Public Works will begin discussions to determine direct costs and that the auditor would send guidelines for an enterprise fund to the DPW.
- The Chairman noted that the Town's Auditor and the Department of Revenue will visit in February and give a demonstration of constructing a town budget for department heads.
- Discussion followed about the mechanics of an enterprise fund and the requirement of using warrant articles to utilize funding from an enterprise fund.
- Mr. Cokotis was asked if there was anything he would like to speak about, and he talked about attending Appropriations Committee meetings and inquired about having contracts and wages on the Town's website.
- The Chairman gave a description to the attendees about the meeting that the Town's Auditor attended where he spoke about the last 5 years audit reports.

#### **Documents or Exhibits for this Matter:**

- None

#### **Votes Taken Under this Matter :**

- None

## **TOPIC / MATTER #4**

### **Meeting Minutes – Nov. 14, 2013, Nov. 21, 2013 & Dec. 11, 2013**

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#### **Summary of Matter Discussed :**

- The Appropriations Committee Meeting Minutes of November 14, 2013, November 21, 2013 & December 11, 2013 were reviewed. The minutes of November 21<sup>st</sup> were amended to reflect that James Broderick attended the meeting, and the first paragraph of topic matter #2 was amended to correct the spelling of Mr. Scanlon by adding an "n".
- A motion was made to approve the Meeting Minutes of November 14, 2013, November 21, 2013-as amended & December 11, 2013. The motion was seconded and all were in favor.

#### **Documents or Exhibits for this Matter:**

- Appropriations Committee Meeting Minutes of November 14, 2013, November 21, 2013 & December 11, 2013

**Votes Taken Under this Matter :**

- A motion was made to approve the Meeting Minutes of November 14, 2013, November 21, 2013-as amended & December 11, 2013. The motion was seconded and all were in favor.
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**7:30 PM: Motion to Adjourn**

**Next Meeting: January 23, 2014 – 6:30PM – Council on Aging – Conference Room**